
CHAPTER 26

NOTICE OF COMPLETION OF CLERK'S RECORD IN APPEALS Appellate Rule 10(C)

CONTACT:**Heather Smith****Marie Schelonka**clerk@courts.IN.gov

Statehouse, Room 216

Indianapolis, IN 46204

Main: 317-232-1931

The Notice of Completion of Clerk's Record is due at the office of the Clerk of the Supreme Court, Court of Appeals and Tax Court thirty (30) days after the filing of the Notice of Appeal. It should substantially follow [Form App. R. 10-1](#), and can be found in the Sample Forms at the back of the Indiana Rules of Appellate Procedure and on the web.

When completing and filing a Notice of Completion of Clerk's Record, please keep in mind the following:

- The rules require **one** copy only of the Notice of Completion of Clerk's Record to be filed with the Clerk of the Supreme Court, Court of Appeals and Tax Court;
- A certified copy of the Chronological Case Summary **must** be attached to the Notice;
- Check to see if a transcript has been requested in the Notice of Appeal, and be sure to ascertain the current status of the transcript if requested; and
- The **issue date** of the Notice of Completion of Clerk's Record should be the date that it is sent to the Clerk's Office **and served on the parties**. The certificate of service attached to the Notice must include the date that the Notice is served on the parties, the specific method of service, and specifically list the persons served by name. [Ind. Appellate Rule 24\(D\)](#). The date that the Notice is served on the parties, as well as the specific method of service, must be specified in the certificate of service attached to the Notice.

Accuracy in completing the Notice of Completion of Clerk's Record is **essential**. If a transcript has not been requested or if the transcript is complete, the deadline for the Appellant's Brief **will be set according to the date the Notice is served on the parties**. [Ind. Appellate Rule 45\(B\)](#). Therefore, mistakes or inaccuracies regarding the Notice can have significant effects on the parties and the court on appeal.

Last modified 2/19/14